OFFICE OF THE PRINCIPAL, EXTENSION TRAINING CENTRE
G. 332
1 JUN 1959
T. KALLUPATTI

SYLLABUS

FOR

JOB - TRAINING

OF

BLOCK DEVELOPMENT OFFICERS

1013
C.D 231 (C)
G 195
CD 222
CD 212/7

सत्यमेव जयते

68 21, 2, 13, 6, 21
GOI

MINISTRY OF COMMUNITY DEVELOPMENT

GOVERNMENT OF INDIA

September 1958

OFFICE OF THE PRINCIPAL, EXTENSION TRAINING CENTRE
1 JUN 1959
CD 212/7

SYLLABUS COMMITTEE

1.	Shri B. D. Pande, ICS, Development Commissioner, Bihar	Chairman
2.	Shri P. S. Bapna, IAS, Development Commissioner, Madhya Pradesh	Member
3.	Shri S. C. Roy, Commissioner (Training), Ministry of Community Development	Member
4.	Shri C. Narasimham, IAS, Additional Development Commissioner, Andhra Pradesh	Member
5.	Shri M. S. Haq, Deputy Development Commissioner, Uttar Pradesh, Lucknow	Member
6.	Shri Fahim Uddin Ahmed, IAS, Principal, Development Officers' Training Centre, Ranchi, Bihar	Member
7.	Shri B. P. R. Vithal, IAS, Principal, Development Officers' Training Centre, Himayatsagar ..	Member
8.	Shri U. C. Ghildyal, Principal, Development Officers' Training Centre, Nilokheri	Member
9.	Shri Ghulam Hussain, PCS, Principal, Development Officers' Training Centre, Bakshi-ka-talab, Lucknow, Uttar Pradesh	Member-Secretary

Persons Requested to Assist by Correspondence

1. Shri H. Banerji, ICS, Development Commissioner West Bengal, Calcutta.
2. Shri M. R. Bhide, ICS, Joint Secretary, Planning Commission, New Delhi.
3. Shri R. S. Randhawa, IAS, Development Commissioner, Punjab, Chandigarh.

1939

371.3 GOI

TIME SCHEDULE

	No. of Days
1. Sundays and holidays	6
2. Arrival	1
3. Departure	1
4. Village Practicals	7
5. Study Tours	7
6. Seminar and Symposium	2
7. Class Room work	21 (21×4= 84 periods)
	45 Days

1. Manual work daily for one hour each on all working days at Centre .. .. 21×1 = 21 Hours
2. Group discussions and Library .. .. = 42 Hours
3. Recreational and cultural activities .. = 15 Hours

INDEX OF CONTENTS OF THE SYLLABUS FOR JOB TRAINING OF BDOS
(1-1/2 months)

	Topics	*No. of Talks*		
	PREAMBLE			
A.	DEVELOPING A GENERAL UNDERSTANDING			1
B.	DEVELOPING AN UNDERSTANDING OF THE VARIOUS FACETS OF THE PROGRAMME			57
	1. Land Reforms and Tenancy Laws ..		(2)	
	2. Agriculture		(12)	
	(*a*) General	1		
	(*b*) Soils	4		
	(*c*) Better techniques of production	2		
	(*d*) Minimum programme for agriculture in a Block	3		
	(*e*) Horticulture	1		
	(*f*) Forests	1		
	3. Animal Husbandry		(4)	
	(*a*) Relationship between Plant Husbandry and Animal Husbandry..	1		
	(*b*) Minimum programme for Animal Husbandry	1		
	(*c*) Important breeds......*cum*-fish culture	1		
	(*d*) Responsibility of........among livestock	1		
	4. Irrigation		(1)	

Topics		*No. of Talks*
5. Cooperation		(5)
(*a*) Emphasis on....urban areas ..	1	
(*b*) Programme of....diseases and animals........Industrial Co-operatives	1	
(*c*) Democratic Planning......economic action	1	
(*d*) Important types.........sugar mills	1	
(*e*) Financial resources.......Five Year Plan	1	
6. Village and Small Scale Industries ..		(6)
(*a*) Cottage and Village Industries programmes and achievements in the First Plan ..	1	
(*b*) Programme for......Industries	1	
(*c*) Khadi & Village Industries Board	1	
(*d*) Coordination..........Industries Board	1	
(*e*) Training....the programme ..	1	
(*f*) Other agencies..........Block Development Committee ..	1	
7. Education and Social Education ..		(8)
(*a*) General	1	
(*b*) Basic and....in the blocks ..	1	
(*c*) Activities of Social Education	1	
(*d*) Relationship....brought about	1	
(*e*) Techniques of ......cooperative working	1	
(*f*) Understanding in........audio-visual aids	1	

Topics	*No. of Talks*	
(*g*) Value of.........Community Development	1	
(*h*) Youth Programmes........the community	1	
8. Programme for Women and Children		(2)
(*a*) Organisation and...... women welfare	1	
(*b*) Problems of....in the block ..	1	
9. Panchayats and Local Self-Government		(5)
(*a*) Organisation of......with co-operatives	1	
(*b*) Duties and......Acts of the States	1	
(*c*) Resources....records.. ..	1	
(*d*) Role of Panchayats in C.D. ..	1	
(*e*) Democratic....is neglected ..	1	
10. Medical and Public Health ..		(5)
(*a*) Importance of Public Health Programme	1	
(*b*) Elements of human nutrition ..	1	
(*c*) The importance....village diets	1	
(*d*) Rural sanitation	1	
(*e*) (*i*) to (*vii*)	1	
11. Works Programme		(3)
(*a*) Selection of....measurements ..	1	
(*b*) Some special projects and their features	2	
12. Rural Housing		(1)
13. Information and Public Relations ..		(1)
14. Welfare of scheduled tribes, scheduled castes and other backward classes		(2)

	Topics	*No. of Talks*	
C.	PROGRAMME PLANNING		7
	1. Principles of ......Five Year Plan	(1)	
	2. What is....annual programme	(1)	
	3. (*a*) Basis of block planning family plans of improvement	(1)	
	(*b*) Schematic budget for(*i*) to(*v*)	(1)	
	(*c*) Village plan of development	(1)	
	(*d*) Block plans	(1)	
	4. B.D.Os' role as an evaluator ..	(1)	
D.	PROGRAMME ORGANISATION B.D.OS. ROLE AS ORGANISER		6
E.	PROGRAMME EXECUTION		3
	1. Supply Line	(1)	
	2. Maintenance of Vehicles and Equipment	(2)	
F.	PROGRAMME ADMINISTRATION ..		10
	1. Setting up a Block Office ..	(2)	
	2. Administrative Intelligence ..	(2)	
	3. Procedure Relating to Formulation of Budget	(1)	
	4. Maintenance of Accounts ..	(2)	
	5. Governments Servants ....service codes	(1)	
	6. Administrative Coordination ..	(2)	

ABSTRACT

	Particulars	*No. of Talks*
A.	Developing a General Understanding	1
B.	Developing an Understanding of the Various Facets of the Programme ..	57
C.	Programme Planning	7
D.	Programme Organisation	6
E.	Programme Execution	3
F.	Programme Administration	10
	Grand Total ..	84

SYLLABUS FOR THE JOB TRAINING OF BLOCK DEVELOPMENT OFFICERS

Preamble

The main purpose of imparting this training is that the Block Development Officers get an insight into the nature of duties they have to perform, the problems they are likely to face, and their possible solutions. The objectives of the Community Development Programme have recently been re-defined as follows:—

> "To promote the all-sided development of the village community, including their economic, political, social, cultural and moral developments; in particular:—
>
> (*a*) to develop a spirit of community life among the people by promoting co-operation and mutual sharing, leading ultimately to voluntary community ownership of the basic means of production, such as land, and fulfilment by the village community of responsibility for the welfare, employment and livelihood of all its members,
>
> (*b*) to make the village self-sufficient, in the primary needs of life, such as food, clothing and shelter and to promote the development of each village along with the development of the local area of which it forms part, and
>
> (*c*) to develop self-reliance in the individual and initiative in the community so that the people are able to manage and run their affairs themselves and make the village self-governing units of the larger Indian democracy".

Six years of experience of the programme has confirmed that the methods of Community Development must be those of extension education. This method jointly with the programme that is being undertaken should promote the objectives stated above In the scheme of extension education the approach has to be made

through the *village family* and the *village community*. Put in more concrete terms the task is to—

(*a*) encourage, motivate and assist *village families* to develop and execute individual farm and home plans which will
increase agricultural production
improve housing, sanitation, nutrition,
improve incomes and general living conditions.

(*b*) encourage, motivate and assist *village communities* to build up effective panchayats, co-operatives, schools and voluntary adult and youth organisations, so that they can help plan and execute programmes which will

1. improve village agricultural production, credit and marketing facilities.
2. improve village health services and practices.
3. improve educational facilities and quality of education, and raise the status and economic well being of the village teacher.
4. provide employment opportunities for the landless labourers and those with small holdings who can at best be only partly employed on the land.
5. motivate all people to work together without regard for caste, creed or status, in a continuous effort to rebuild as "images of India" all its villages.

These objectives should be constantly before those who present this job training course. They should be the constant focus of each development worker, whether administrative or technical, as he takes this course, and as he goes back to work for the advancement of India's rural people.

It should be apparent that if the staff trained in community development is successful to help the Nation realise these objectives, it follows logically that in all training and all work in the field the *emphasis* must be placed on the village family and the village community.

It also follows logically that the progress and achievements of community development must be *measured* against these

objectives. We can measure and judge the success of our training and performance in community development only by asking: how well are we helping the *village family* and the *village community* to assume an increasing responsibility in planning, organising and executing programmes for continuous growth—economically, socially and culturally ?

We have at all times to keep our training, our efforts, our thinking, our tests of performance, fixed upon these goals.

SYLLABUS FOR ONE AND A HALF MONTHS' JOB TRAINING FOR BLOCK DEVELOPMENT OFFICERS

No. of Talks

A. Developing a General Understanding: **1 talk**

1. Understanding the need, aims and objectives of training :—

(*a*) To train a B. D. O. so as to equip him better for field.

(*b*) To give him a comprehensive idea of the role he has to play in the programme, *e.g.* his roles as—

(*i*) an extension worker—understanding its methods and techniques
(*ii*) a programme planner
(*iii*) a programme executive
(*iv*) an evaluator
(*v*) a coordinator
(*vi*) an organiser

(*c*) To give him an understanding of how he can proceed to play his roles in implementing various programmes and how he can function as a Captain and a coach of the team—The difficult task of man-management.

(*d*) To give him an idea of how to identify problems he may have to face and how he can solve them.

(*e*) To relate the ideology of Community Development Programme with practical situations so that the training becomes ground-oriented.

(*f*) To study and analyse the programme objectively and to correlate targets with response and to evaluate achievements.

(*g*) To develop a sound understanding of the various facets of the programme, so hat he

can function as an efficient area officer and can integrate different aspects of the programme for a total development of the community and the area.

B. DEVELOPING AN UNDERSTANDING OF THE VARIOUS FACETS OF THE PROGRAMME *e.g.* .. .. .. 57 talks

1.	Land Reforms and Tenancy Laws ..	2
2.	Agriculture	12
3.	Animal Husbandry	4
4.	Irrigation	1
5.	Cooperation	5
6.	Village and Small Scale Industries ..	6
7.	Education and Social Education ..	8
8.	Programme for Women and Children ..	2
9.	Panchayat and Local Self-Government ..	5
10.	Medical and Public Health	5
11.	Works Programme	3
12.	Rural Housing	1
13.	Information and Public Relations ..	1
14.	Tribal Welfare and Welfare of Scheduled Castes and other Backward classes ..	2

1. *Land Reforms and Tenancy Laws:* (2 talks)

(*a*) The principles of land reforms laid down by the Planning Commission .. ..

(*b*) Steps taken by different State Governments to implement those recommendations ..

(*c*) The tenancy laws passed by the State Governments and the underlying principles—Consolidation of holdings, Fragmentation of holdings—Ceilings on land holdings.

2. *Agriculture:* (12 talks)

(*a*) Understanding the need for development of Agriculture with special reference to factors of agricultural production like soil, seed, fertilizers, implements, irrigation and cultural practices—The minimum programme of Agricultural Development .. .. .. 1 talk

(*b*) *Our Soils:*

(*i*) How soils are formed; the importance of texture and structures; plant-foods removed from soils—trace elements, organic matter of soil—types of soils—soil survey and soil analysis; saline, alkaline and acid soils .. 1 talk

(*ii*) Soil erosion—A brief account of how it is caused and what is nceessary to control it; dry farming practices; our achievements in the field of soil conservation and the assistance available for this purpose. Reclamation of waste lands .. .. 1 talk

(*iii*) Wise use of land—loss of fertility—Balanced fertilization—the usefulness of fertilizers for irrigated and non-irrigated crops; Green manuring—Difficulties experienced in pushing up this programme on a large scale and how to over-come them .. .. .. 2 talks

(*c*) *Better techniques of production:* 2 talks

(*i*) Improved seeds—their usefulness—methods for their multiplication and maintenance of purity. System of multiplication through Government—purchase and distribution through exchange between cultivators.

(*ii*) Improved implements—their usefulness—factors limiting their popularity.

(*iii*) How pests and diseases of crops are caused and controlled—facilities available for plant protection.

(*iv*) The popularity and significance of compost, green manuring, mixed cropping, intensity of cropping; and mixed farming.

(*v*) Improved cultural practices like Japanese method of Paddy Cultivation .. ..

(*d*) *Minimum programme for agriculture in a block:* 3 talks

(*i*) Its co-ordination with the district and State programmes. Revision of village agricultural plans.

(*ii*) How to prepare a substantial agriculture programme commensurate with targets aimed at and how to bring it up with village programme.

(*iii*) Importance of having a team of good farmers at the village level to help in the implementation of the village agriculture programme and the importance of functional village leaders' training camps from this point of view.

(*iv*) Importance of taking a few selected items of agriculture. Improvement for a village or group of villages for mass-adoption. The difficulty of getting improved techniques adopted by average and below the average farmers—methods and techniques to be followed in this respect.

(*v*) The importance of method and result demonstration for agricultural development and how to make the farmers adopt the practices demonstrated.

(*e*) *Horticulture:*

Kitchen garden, commerical production of vegetables and fruits—Nurseries for supply of plants and grafts—Horticultural assistance available to the individuals and community from different sources. Importance of growing flowers in schools and village homes. Beautification of Block Headquarters. The planting of orchards—planting and renovation of old orchards—Kitchen gardening to be taken up by members of the staff of the Block in their quarters. .. .. 1 talk

(*f*) *Forests:*

Importance of forests; shelter-belts and windbrakes; protection of forests from fires illicit cuttings and cattle damage; preservation of wild life; rights and privileges of forest villagers;—creation of village woodlands; village

pastures, farm-forests, shelter-belts and wind brakes, lac cultivation. Importance of quick growing fuel trees .. .. .. 1 talk

Practicals:

(*a*) Points to observe while going around the farm; how a demonstration is laid.

(*b*) Different methods of soil and water conservation.

(*c*) Different types of soils; fertilizers, insect-pests and diseases; soil profile and soil testing.

(*d*) Improved seeds, improved implements including sprayers, dusters and water lifts.

(*e*) A visit to a horticultural garden to see the different methods of propagation of fruit and vegetable crops and intensive cultivation of vegetables.

(*f*) A visit to a Seed Farm and an Agricultural Research Institute.

(*g*) Consolidation of holdings.

(*h*) Study economics of various kinds of plant protection measures.

(*i*) Study the working of a nursery.

(*j*) Preparation of village development plans: Objectives; village-wise break-up of finance and supplies; items of work which can be done by the village without outside financial and supply assistance; improvement targets suggested in the State and Block Plans; preparation of an integrated village Development Plan in consultation with the Village Panchayat or a similar body—assistance from the Panchayat and village leaders in the execution of the plan—preparation of Family Plans—training of village leaders.

(*k*) Laying out of method and result demonstrations.

(*l*) Study of seasonal cultural operations and their economics.

(*m*) Handling of Plant Protection equipments and their economics.

(*n*) Handling of improved implements and their economics.

(*o*) Nursery raising—its economics.

(*p*) Laying out of orchards for fruits and flower gardens for the compound.

(*q*) Crop cutting experiments.

(*r*) Preparation of compost.

(*s*) Use of fertilisers and their compounds.

3. *Animal Husbandry* .. .. (4 talks)

(*a*) *Relationship of Plant Husbandry and Animal-Husbandry*

The inter-dependence of Plant Husbandry (Agriculture) and Animal Husbandry for balancing the country's agricultural economy; the contributions of different species of livestock, namely, cattle, sheep, goats, pigs, poultry, camels and horses to our rural economy; the importance of breeding, feeding, housing and prevention of diseases for the improvement of livestock; the role of animal products such as milk, eggs, meat and fish in balancing the generally poor average diet; their present per capita production and consumption in India as compared to world's average production and the optimum requirements for ensuring normal health. .. .. .. 1 talk

(*b*) *Minimum Programme for Animal Husbandry:*

The minimum programme for animal husbandry development. The principle of "Breeding from the best" as enunciated by the commonly accepted policy of the "Bull being equal to half the herd"; selection and maintenance of breeding bulls, the institution of Nandishalas; artificial insemination centres and key village scheme; balancling the feeds, importance of

green fodders; improvement of pastures and common village grazing land; fodder trees; processing of paddy straw to improve its nutritive value; utilisation of agricultural and industrial wastes for feeding different species of livestock; mineral supplements 1 talk

(*c*) Important breeds of cattle; sheep, goats, pigs, poultry, their common ailments and measures for prevention and control of diseases; the influence of extension of irrigation facilities on the incidence of parasitic diseases among livestock—measures to check their spread; vegetable (Infertile) eggs and their production —use of such eggs for balancing the deficient Indian diets without prejudice to sentimental objections; development of inland fisheries and the practice of fish-culture, paddy-*cum*-fish culture .. .. 1 talk

(*d*) Responsibility of Panchayats in the field of Animal Husbandry, maintenance of breeding bulls, stud-rams and boars; improvement and maintenance of village tanks and ponds, their stocking with fish fingerlings types of diseases—their outbreaks among livestock .. 1 talk

Practicals:

(*a*) Visit to a key-village centre to see the artificial insemination work, artificially bred calves and the effect of elimination of scrub bulls (through castration and controlled breeding) on the improvement of livestock and their performance.

(*b*) Visit to a veterinary hospital to see the treatment of common ailments and painless and bloodless castration of bulls.

(*c*) A visit to livestock farms to see the different breeds of cattle, poultry, sheep and goats, pigs, etc. cattle feeds and fodders, their

conservation as silage and hay; use of chaff cutters for avoiding wastage; sanitation and housing of livestock.

4. *Irrigation:* .. .. (1 talk)

(*a*) Minor irrigation—different types.

(*b*) Public participation in execution and maintenance.

(*c*) Financial Assistance available to individuals and communities.

(*d*) Under-utilisation—Problems and their solutions—village and field channels, their importance.

(*e*) Different types of water lifts and their suitability.

(*f*) Wise use of water.

(*g*) Water logging.

(*h*) Salinity—Drainage.

Practicals:

(*a*) Observe and study economics of different means and types of minor irrigation.

(*b*) Study working of an Irrigation Cooperative Society.

5. *Cooperation:* .. .. (5 talks)

(*a*) Emphasis on co-operatives as the instruments of economic reorganisation in rural areas— as help to artisans of small means in urban areas for bringing about industrialisation—as aid to distribution of consumers' goods to people in urban areas—as vehicles of providing housing in urban areas .. .. .. 1 talk

(*b*) Programme of augmentation of Agricultural Production—important contribution towards it by co-operatives through agricultural organisation—supply of seeds, fertilisers, improved implements, consolidation of holdings, soil conservation, irrigation, protection from pests, diseases and animals.

Co-operative Farming—Co-operative Marketing Organisation including setting up warehouses and godowns for securing fair deal to farmers while selling their produce—providing more avenues of employment for both farmers and artisans in village and cottage industries through the organisation of Industrial Co-operatives .. .. 1 talk

(*c*) Democratic Planning—principle of social regulation—cooperatives an indispensable instrument of planned economic action. 1 talk

(*d*) Important types of co-operatives—Agricultural Co-operative Credit Societies—Lift Irrigation Societies, Primary Marketing Societies, Leather Workers' Societies, Co-operative Sugar Mills etc. etc. .. .. .. 1 talk

(*e*) Financial resources of Co-operative Movement —Reserve Bank of India—State Co-operative Apex Banks—Central Financing Agencies—State Bank of India—State Governments. Cooperative targets in the Second Five Year Plan .. .. 1 talk

Practicals :

(*a*) Study working of different kinds of co-operatives—
- (*i*) Marketing
- (*ii*) Credit
- (*iii*) Farming
- (*iv*) Forest
- (*v*) Industrial
- (*vi*) Multi-purpose.

(*b*) Organising cooperatives—one example.

6. *Village and Small Scale Industries* .. .. (6 talks)

(*a*) Cottage and Village Industries Programmes and the achievements in the First Plan:—

(*i*) First Five Year Plans' Programme in Arts and Crafts in C.D. and N.E.S. areas. 1 talk

Second Five Year Plans Programme for cottage and village industries; policy statement of 1956.

(*ii*) Economic justification for cottage industries and their place in the Indian economy—Importance of laying emphasis on its marketing.

(*b*) Programme for development of Cottage and Small Scale Industries .. .. .. 1 talk

(*c*) Khadi & Village Industries Board .. 1 talk

(*d*) Co-ordination between programmes of various boards—other than the Khadi and Village Industries Board .. .. .. 1 talk

(*e*) Training-*cum*-Production Centres—improving the skill of the artisans. Mobile Centres, Scholarships, Polytechnics and other Training Centres. Selection of trainees for the Training-*cum*-Production Centres. Organisation of trainees who have passed out into Industrial Co-operative Societies and their subsequent activities. Measures to ensure follow-up of the programme .. .. 1 talk

(*f*) Other agencies for the implementation of the programme. Responsibility and role of Extension Officer (Industries), drawing of schemes supplying information and literature, follow-up of schemes and the programme, role of the B.D.O. in the programme and his responsibility and relation with Extension Officer (Industries). Organisation of the State Industries Departments and the Industries Extension Service. Responsibilities of State Industrial Department for the development of industries. State Action Committee and Block Development Committee .. 1 talk

Practicals:

(*a*) Seeing the practical working of some important industries like weaving, spinning, oil crushing. soap making etc. etc.

(*b*) Studying the economics of some important industries above. .. .. ..

(*c*) Visiting some Training-*cum*-Production Centres.

7. *Education and Social Education* .. .. (8 talks)

(*a*) The new concept of social education and its relation. How extension and social education are both educative processes and how community development and social education are results of each other—Objectives of social education and roles of S.E.O. .. .. 1 talk

(*i*) It should promote certain educational types of activities which will help the Community Development Programme, create a favourable *motion* of village library service, village leaders camps, radio listening groups etc.

(*ii*) Promote community organisation, such as farmers' clubs, women's clubs, youth organisations, which can actively participate in the Community Development Programme and will assist in building up local leadership and create enthusiasm in the people.

(*iii*) Promote recreational and cultural activities to fulfil the need for this in the people and help in creating a better social atmosphere for cooperative work among the people.

(*iv*) Assist in communication of ideas to the people in the sphere of working of the other members on the team, through techniques in which the social education organiser will specialise, as for example, cinema shows, audio-visual aids, kisan melas, exhibitions, etc.

(*b*) Basic and Primary education and the minimum programme for education and social education in the blocks .. .. .. 1 talk

(c) *Activities of Social Education:—*

- (*i*) Setting up of community organisations, such as panchayats, farmers' clubs etc.
- (*ii*) Promote literacy, post-literacy, village literacy service.
- (*iii*) Organise Community Centres.
- (*iv*) Develop the village school teachers' role in the Community Development Programme.
- (*v*) Help in organising village leaders' camps 1 talk
- (*vi*) Organise radio-listening groups.
- (*vii*) Organise cultural and recreational activities like Bhajans, Kirtans and Dramas.
- (*viii*) Use special communication techniques, such as audio-visual aids, for assisting the other workers.
- (*ix*) Organise Shramdan.

(*d*) Relationship of S.E.O. with other functionaries—the need for team work and how this can be brought about .. .. 1 talk

(*e*) Techniques of conducting meetings, group discussion and how to promote group and cooperative working .. .. .. 1 talk

(*f*) Understanding in a general way the use and features of various audio-visual aids .. 1 talk

(*g*) Value of adult education and adult literacy in Community Development .. .. 1 talk

(*h*) Youth Programmes—employing them in organising social education programme. Laying emphasis on the main objective of the youth organisations *vis-a-vis* Community Development Programme on the principle that it is the youth who will build up the community. 1 talk

Practicals:

(*a*) Visit to an ordinary school and a basic school.
(*b*) Visit to a teachers training camp, if possible.
(*c*) Visit to villages to study the youth clubs and their working.

(*d*) Use of the various audio-visual aids in a village, meetings, melas and bazars.

(*e*) Visit to some villages to see the actual working of the adult literacy classes and to study their follow-up programme.

8. *Programme For Women And Children:* (2 talks)

(*a*) Organisation and pattern of working of the Central Social Welfare Board, relationship of the Central Social Welfare Board with the Community Development Organisation. Pattern of financial assistance for projects of women welfare .. .. .. 1 talk

(*b*) Problems of working with women and children and how to tackle them. Importance of training local village women for the programme. Minimum programme for work among women and children in the block .. 1 talk

(*i*) Balwadies.
(*ii*) Mahila Mandals.
(*iii*) Craft Centres.
(*iv*) Home improvements including sanitation and beautification.
(*v*) Development of aesthetic sense.
(*vi*) Kitchen gardening.
(*vii*) Use of house refuse for compost making.
(*viii*) Looking after cattle.

Practicals:

(*a*) Visit to a Craft Centre.
(*b*) Visit to a Welfare Extension Project.

9. *Panchayat and Local Self-Government:* .. (5 talks)

(*a*) Organisation of Panchayats and their relationship with Cooperatives .. .. .. 1 talk

(*b*) Duties and functions of Panchayats—study of the Panchayat Act of a States .. .. 1 talk

(*c*) Resources—Assessment of taxes and their recoveries—augmenting resources. Records .. 1 talk

(*d*) Role of Panchayats in Community Development.

(*i*) How to involve panchayats, in preparation and implementation of village programme.

(*ii*) Technique of execution of local development works and the C.D. programme in general .. .. 1 talk

(*e*) Democratic Decentralisation. Present position in different States. Recommendations of the COPP Team—desirability of having functional or village sub-committees of panchayats in those areas where more than one village are included in the panchayat village in order that no village is neglected .. 1 talk

10. *Medical and Public Health* .. .. .. (5 talks)

(*a*) *Importance of Public Health Programme* .. 1 talk

(*i*) Personal and Community hygiene.

(*ii*) Model plans.

(*iii*) Minimum programme for public health activities.

(*iv*) Vital statistics.

(*v*) Out-break of diseases and their control.

(*vi*) School health and health education.

(*b*) *Elements of Human Nutrition* .. .. 1 talk

(*i*) Balanced diet.

(*ii*) Care and Preservation of Food & Drinks.

(*c*) The importance of fruits, vegetables, milk and animal products in the diet—common deficiency in village diets .. .. .. 1 talk

(*d*) *Rural Sanitation* .. .. 1 talk

(*i*) Protected drinking water supply.

(*ii*) Drainage.

(*iii*) Soakage pits.

(*iv*) Rural Latrines.

(*v*) Disposal of Refuse.

(*vi*) Smokeless chulhas.

(*vii*) Other sanitary constructions like bathing platforms in homes—making of pucca floors for washing utensils etc.

(*e*) (*i*) Family Planning.
(*ii*) Maternity and child welfare.
(*iii*) Medical facilities in the Block.
(*iv*) Primary Health Centre.
(*v*) Mobile Health Units.
(*vi*) Baby Shows.
(*vii*) Organising the training of local 'dais'. 1 talk

Practicals: .. ..

(*a*) Visit to Primary Health Centre and study the working of sub-centres.

(*b*) Visit to a few rural homes to study the successful working of the small sanitary improvements.

11. *Works Programme* .. .. .. (3 talks)

(*a*) Selection of projects and place of peoples' participation in executing them. Preparation of plans and estimates and taking of measurements .. .. 1 talk

(*b*) Some special projects and their features .. 2 talks
(*i*) Construction of roads.
(*ii*) Construction of culverts.
(*iii*) Pavement of streets.
(*iv*) Soakage Pits.
(*v*) Sanitary Wells.
(*vi*) Bath rooms—drains.
(*vii*) Sanitary latrines and urinals.
(*viii*) Smokeless Chulhas.
(*ix*) School and Community Buildings.
(*x*) Technique of finalising building projects with people's participation.
(*xi*) Procurement of building materials—where, how and when to secure—difficulty of transport.

Practicals:

(*a*) Study of various designs and estimates for community buildings and other projects

like drains, pavements and lanes etc. Cost involved in those projects per running or per sq. ft.

(*b*) Taking of measurements.

(*c*) Proper mixture of cement, sand and use of other building materials.

12. *Rural Housing* .. .. .. (1 talk)

(*a*) Pattern of houses suitable for our rural areas. Types of improvements that can be effected in rural housing.

(*b*) Different attempts made in low-cost housing.

Practicals :

(*a*) Visit to Building and Road Research Institute.

(*b*) Visit to Colonies where low-cost housing has been provided.

(*c*) Visit to some houses where some improvements have been introduced to study their working and effect.

13. *Information and Public Relations* .. (1 talk)

(*a*) Information centres—their use by villagers coming to block headquarters in connection with their work. The need of the Block Information Centres' working as the feeding centres for the village libraries and circulating libraries. Rotation of the back issues of journals and magazines to the village libraries by turn. Developing the habit of reading and refreshing their knowledge among the block staff. Organising their study groups.

(*b*) Community Centres—how to make them more useful and popular and how to develop the habit of reading among the villagers.

Practicals:

(*a*) Visit to Information and Community Centres.

(*b*) Observe working of Radio Listening Groups. Library Service.

14. *Welfare of Scheduled Tribes, Scheduled Castes and Other Backward Classes* .. .. (2 talks)

(*a*) Brief introduction in social and cultural anthropology and approach to the problems of welfare of under-privileged classes.

(*b*) Problems of tribal welfare—welfare of scheduled castes and other backward classes. Policy of prohibition as a measure for their welfare.

(*c*) Minimum programme for the welfare of these classes to be followed in the block and organisation of the welfare activities for these people.

Practicals:

Visit To Tribal Areas if necessary.

C. PROGRAMME PLANNING—B.D.O'S. ROLE AS A PLANNER .. .. **7 talks**

1. Principles of Programme Planning—why block programme is necessary. Relationship of village, block, district and State plans with the National Five Year Plan .. .. (1 talk)

2. What is the block programme and how to make it. The preliminaries of programme planning, *i.e.*, survey operations, compilation of the facts and figures collected—their analysis and conclusions drawn from the same—how to adopt it in real practice—role of panchayats—preparation of 3 years' programme and the annual programme .. .. (1 talk)

3. (*a*) Basis of Block Planning—Family Plans of improvement .. .. (1 talk)

   (*i*) Large Land holders.
   (*ii*) Medium land holders.
   (*iii*) Small land holders.
   (*iv*) Artisans.
   (*v*) Landless labourers.

   } To be read with (*iv*)

   (*b*) *Schematic budget for:*

   (*i*) N.E.S. Blocks, and
   (*ii*) C.D. and Post Intensive Blocks as they existed so far as it is extended so far.

(*iii*) C.D. stage I and C.D. stage II as revised.
(*iv*) Special multi-purpose projects.
(*v*) Other developmental in-puts .. .. (1 talk)

(*c*) *Village Plan of Development:*

(*i*) Economic programme.
(*ii*) Amenities programme.
(*iii*) Social Education Programme.
(*iv*) Calendar of work .. .. .. (1 talk)

(*d*) *Block Plans:*

(*i*) Economic programme.
(*ii*) Amenities programme.
(*iii*) Social Education Programme.
(*iv*) Calendar of work .. .. .. (1 talk)

4. *B.D.Os. role as an evaluator:*

(*a*) The success achieved in developing and strengthening community organisations and community planning.
(*b*) Increase in the economic and particularly agricultural production.
(*c*) Improvements in amenities and cultural programme .. .. .. (1 talk)

Practicals:

(*a*) Survey.
(*b*) Preparation of—
(*i*) Family
(*ii*) Village, and
(*iii*) Block plan in—
Agriculture—Animal Husbandry—Co-operation—Industries—Education and Social Education—Health and Sanitation—Transport.

D. Programme Organisation B.D.Os. Role As Organiser : 6 talks

1. Organisation of:

(*a*) Block Development Committee Meeting.

(*b*) Conferences, Seminars and staff meetings.
(*c*) Community melas and exhibitions.
(*d*) Village Leaders' Training Camps.
(*e*) School and adult teachers' Training.
(*f*) Youth Clubs.

Practicals:

(*a*) Functional and integrated village leaders' training camps.
(*b*) Adult literacy classes.
(*c*) Youth clubs.
(*d*) Block Development Committee Meetings.
(*e*) Seminars.

E. PROGRAMME EXECUTION (B.D.Os. ROLE AS AN EXECUTIVE) .. .. **3 talks**

1. *Supply Line* .. .. (1 talk)

(*a*) Timely arrangement of material and equipment.
(*b*) Anticipation of requirements.
(*c*) Supervision of stores.
(*d*) Store verification.
(*e*) Problems of Delivery and Despatch.
(*f*) Maintenance of Store registers

2. *Maintenance of Vehicles and Equipment Like :* (2 talks)

(*a*) Jeeps.
(*b*) Tractors.
(*c*) Projectors.
(*d*) Implements.
(*e*) Plant Protection Equipment.
(*f*) Incubators.
(*g*) A.I. Centre Equipment.
(*h*) Audio-visual equipment.
(*i*) Ist Aid kit supplied to V.L.Ws. including veterinary kit.

Practicals:

(*a*) Working of a Seed Store.
(*b*) Selection of a Project based on the felt needs of local people and its execution.

(*c*) Visit to a few villages where some outstanding alround development work has been carried out.

F. PROGRAMME ADMINISTRATION (B. D. Os. ROLE AS ADMINISTRATOR) .. .. **10 talks**

1. *Setting up a Block Office* .. .. (2 talks)
   (*a*) Principles of Office management.
   (*b*) Setting up of an office.
   (*c*) Allotment of duties.

2. *Administrative Intelligence* .. .. .. (2 talks)
   (*a*) Registers.
   (*b*) Records.
   (*c*) Reports—Monthly, Quarterly and Annual. Timely and correct submission.
   (*d*) Returns maintained in Block Development Office.
   (*e*) Calculation of people's participation.

3. *Procedure Relating to Formulation of Budget* .. (1 talk)
   (*a*) Prescribed forms.
   (*b*) Proposals based on estimates of schemes.
   (*c*) Break-up of sanctioned budget.
   (*d*) Association of B.D. C. Members.

4. *Maintenance of Accounts* .. .. .. (2 talks)
   (*a*) Drawal and Disbursement—Cash-Book.
   (*b*) Delegation of powers.
   (*c*) Store purchase rules.
   (*d*) Contingent Expenditure.
   (*e*) Imprest account.
   (*f*) Forms and registers.
   (*g*) Public Funds and contributions raised locally.
   (*h*) Audit.
   (*i*) Suspense Account.
   (*j*) Expenditure statement.
   (*k*) Tours and other advances.

5. Government Servants Conduct Rules —C.D.A. rules. Disciplinary proceedings—important rules under service codes .. .. .. (1 talk)

6. *Administrative Coordination* .. .. .. (2 talks)

(*a*) Group Discussions.
(*b*) Staff Meetings.
(*c*) Night Halts.
(*d*) Visits and Tours.
(*e*) Flow of ideas from below and above.
(*f*) Appreciation of Technical Advice.
(*g*) Proper use of transport.
(*h*) Weightage on reports.
(*i*) Vertical and Horizontal integration.
(*j*) Taking a visitor round.
(*k*) Inspection—office and field.
(*l*) Relationship of the B.D.O. with other technical heads of Departments at the district and sub-divisional level.

Practicals:

(*a*) Study of V.L.W. register, records and diaries. Inspection of some demonstrations laid out by him.

(*b*) Apprenticeship Training with:—
 (*i*) V.L.W.
 (*ii*) S.E.O.
 (*iii*) E.Os.

(*c*) Distribution of loans, takavi and grants-in-aid. Study of various forms and processes.

M4M of CD—8,000—27-12-58—GIPF

PRINTED IN INDIA BY THE ASSTT. MANAGER, GOVT. OF INDIA PRESS, FARIDABAD.

37